

<p>CERM-BA</p> <p>Office Memorandum</p> <p>15-1-19</p>	<p>Department of the Army</p> <p>U.S. Army Corps of Engineers</p> <p>Washington, DC 20314-1000</p>	<p>OM 15-1-19</p> <p>18 February 2000</p>
	<p>Boards, Commissions, and Committees</p> <p>ASSOCIATION MEMBERSHIPS</p>	
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

OM 15-1-19

Memorandum
No. 15-1-19

18 February 2000

Boards, Commissions, and Committees
ASSOCIATION MEMBERSHIPS

1. Purpose. This office memorandum provides policy and guidance regarding association memberships for Headquarters, U.S. Army Corps of Engineers (HQUSACE) to include the use of appropriated funds to acquire these memberships in the agency's name ("corporate memberships"). This OM does not pertain to individual's obtaining membership in their name.
2. Applicability. This memorandum applies to all HQUSACE staff elements.
3. Distribution. Approved for public release, distribution unlimited.
4. References.
 - a. 5 U.S.C. § 4109(b), Expenses of training.
 - b. 5 U.S.C. § 4110, Expenses of attendance at meetings.
 - c. 5 U.S.C. § 5946, Membership fees; expenses of attendance at meetings; limitations.
 - d. 61 Comptroller General Decision 542, Fee-Membership-Employees v. Agency.
 - e. DOD Directive 5500.7-R, sections 3-200 and 3-201, The Joint Ethics Regulation (JER).
 - f. AR 1-211, Attendance of Military and Civilian Personnel at Private Organization Meetings.
5. Definitions. AR 1-211 and DoDD 5500.7-R are related references containing guidance on membership, attendance at meetings, basic definitions and frequently used terms such as private organizations, meetings, etc.
6. Policy. The following policy is applicable for authorizing the use of appropriated funds for acquiring association memberships in HQUSACE name:
 - a. The authority provided by 5 U.S.C. § 5946 permits use of appropriated funds to pay the agency's membership fees in private organizations, where such membership is necessary for or beneficial to, agency activities (1982, 61 Comp.Gen.542).

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b. The above title 5 U.S.C. § 5946 prohibits the use of appropriated funds to pay a Federal employee's membership fees in any organization regardless of any benefit which might accrue to the agency as a result of the individual's membership. Authorized exceptions are: (1) where payments are authorized by a specific appropriation or expressed in a general appropriation; and (2) the membership is part of an employee training program authorized by the Government Employees Training Act (5 U.S.C. § 4109 and 4110).

c. Additional rules on how to maintain and participate in private organizations by agency membership are prescribed in DoDD 5500.7-R and AR 1-211.

7. Guidelines.

a. It must be demonstrated that the membership acquired is adding value to USACE's core business.

b. Memberships must provide a material return to HQUSACE in the form of participation in conferences, seminars and/or access to professional training, etc.

c. The primary benefit of the membership accrues to USACE, rather than specific employees.

d. Employees who use the corporate membership and attend some organizational functions are representing the agency and not the private organization.

e. Unless authorized, Corps employees using the corporate membership cannot participate in the management of private organizations, but can serve on advisory committees and may participate as panelists and speakers.

f. Employee acts in an official capacity; therefore, he/she may use government time to perform these functions.

g. HQUSACE employees may serve as liaisons to private organizations when appointed by the commander. Liaisons may represent HQUSACE in discussions, but cannot bind HQUSACE to any action.

8. Procedures. These procedures are for all HQUSACE association memberships in this agency's name. All requests for new, updated or revised memberships in a private organization must follow the same procedures and justification.

a. HQUSACE Staff Principals will submit proposed association membership request to DCG include the following:

(1) Description of association membership and a description of membership eligibility in the private organization.

(2) Description of the management of the organization, to include the responsibilities of the membership.

(3) Estimated number of HQUSACE employees to utilize this membership.

(4) Identify the significant and continuing Corps interest in this membership.

(5) Estimated Corps costs.

(6) Include a copy of the completed checklist (Appendix A).

b. HQUSACE Staff Principals shall:

(1) Submit all requests for approval for HQUSACE membership in private organizations to the DCG.

(2) Maintain the official listing of HQUSACE memberships for publication.


(3) Include membership fees in his/her Annual Operating Budget.

(4) Ensure compliance at all levels with procedures prescribed in the above referenced regulations and this memorandum.

9. A checklist covering the procedures and justification for approval of membership in private organizations is included at Appendix A. It should be used by Staff Principals and Corps employees to evaluate whether the requested membership is in compliance with this memorandum and serves the needs of the command.

FOR THE COMMANDER:

1 Appendix
App A – Association Membership



RUSSELL L. FUHRMAN
Major General, USA
Chief of Staff

APPENDIX A

ASSOCIATION MEMBERSHIP CHECKLIST

1. Have you identified the purpose for this association membership?
YES____ NO____
2. Does the requested membership support USACE mission, functions and major goals?
YES____ NO____
3. Upon approval of your request, will this be the only membership in HQUSACE name?
YES____ NO____
4. Is the membership cost effective?
YES____ NO____
5. Did you budget for membership fees in your annual operating budget?
YES____ NO____
6. Have you identified the Corps benefits from this membership?
YES____ NO____